

EXHIBIT 49



Performance Guide & Appraisal

Associate Name		Associate Number	Grade 65
Region 2	Department SIU	Division REGIONAL STAFF	Section Code
Date Employed	Date Assigned Present Job	Job Title	Job Code
Rating Period JANUARY 1, 2018- DECEMBER 31, 2018		Supervisor/Rater Name	

Instructions

Section I: Goal Setting

- At the beginning of the performance rating period, meet with the Associate to define and record goals.
- Throughout the rating period, the goals should be updated to reflect changes in priorities.

Section II: Self-Appraisal

- At the end of the rating period, ask the Associate to complete Section II, the Self-Appraisal. The Associate should provide comments focusing on goal-related accomplishments.

Section III: Rater Appraisal

- At the end of the rating period (i.e., year end or promotion, demotion, reclassification with additional duties, or transfer date), evaluate the Associate's performance against each goal.
- Based on the Associate's progress in the job and performance across the goals (granting greater weight to the most significant goals), record your overall performance rating.
- The rating scale is defined in the table below.

Rating	Associate Scale (fully trained)	Trainee Scale
1 – Unsatisfactory	Consistently fails to meet most standards or goals of the job. A Performance Improvement Plan is required.	Fails to make satisfactory progress to learn job. Does not achieve goals.
2 – Fair	Meets most, but not all, standards or goals of the job. Level of performance is less than expected in some areas.	Makes adequate progress to learn job, but improvements are necessary. Usually achieves goals, but performance is less than expected.
3 – Good	Consistently meets standards or goals of the job. Makes full use of ability and experience to produce the desired results.	Learns job at a consistent and expected rate. Achieves goals.
4 – Very Good	Consistently meets and often exceeds standards or goals of the job. Actively contributes to the achievement of the overall unit, department, and company goals.	Learns job faster than expected. Consistently meets and often exceeds goals.
5 – Outstanding	Consistently exceeds all standards or goals of the job. Seeks new and better ways to accomplish tasks. Is very capable and versatile in adjusting priorities to unit, department, and company needs.	Quickly masters job. Exceeds all goals.

SECTION I – GOAL SETTING

Complete this section at the beginning of the rating period. Write clear, concise goals that reflect what will be done and what results will be achieved.

A. PERFORMANCE GOALS	MEASUREMENT OF ACHIEVEMENT	TARGET DATES
Average Case Life (Non EUO Cases) Date of Assignment to Date of Approved Closure	WEIGHT 20% Rating Goal 1 Above 19.0 2 16.0- 19.0 3 12.0- 15.99 4 7.0- 11.99 5 Below 7.0	Ongoing Monthly Scorecard
File Quality Must meet case report quality guidelines. Measured as percent of files satisfactory. Includes regional and CHO audit results	WEIGHT 40% Rating Goal 1 less than 86.9% 2 86.9% - 89.9% 3 90% - 93.0% 4 93.1% - 96.1% 5 Above 96.1%	Ongoing Monthly Scorecard
Productivity Average monthly adjusted productivity ratio	WEIGHT 40% Rating Goal 1 Below 18 2 18 – 19.99 3 20.0 - 23.0 4 23.1 - 25.00 5 Above 25.0	Ongoing Monthly Scorecard

C.

To be signed when goals are set.

Associate's Signature

Date

Rater's Signature

Date

SKILL DEVELOPMENT ACCOMPLISHMENTS	
Associate's Signature	Date
ASSOCIATE COMMENTS (to be completed after the Rater Appraisal)	
Associate's Signature	Date

SECTION III – RATER APPRAISAL

Rater: Complete at the end of the rating period. If a goal has changed, indicate what was done instead.

PERFORMANCE ACCOMPLISHMENTS					
Category	Weight	Range for 3	Actual	Rank	Score
PERSONAL DEVELOPMENT ACCOMPLISHMENTS					
SKILL DEVELOPMENT ACCOMPLISHMENTS					
RATER COMMENTS					
SUMMARY RATING (check one)			PREVIOUS RATING:		
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5					
<input type="checkbox"/> Fully Trained <input type="checkbox"/> Trainee (<input type="text"/> % Trained)					

To be signed when performance review is complete.

_____ Rater's Signature	_____ Date	_____ Reviewer's Signature	_____ Date
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